

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Nonprofit Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to express my interest in volunteering with [Nonprofit Organization Name]. I am passionate about [briefly mention cause or area of focus], and I believe my skills in [mention relevant skills or experiences] would be a valuable addition to your team.

I am particularly drawn to [specific program or initiative of the organization] and would love the opportunity to contribute my time and efforts to support this important work. I am available [mention your availability], and I am eager to assist in any way possible.

Thank you for considering my application. I look forward to the possibility of working together to make a positive impact in our community. Please feel free to contact me at [your phone number] or [your email address] to discuss potential opportunities.

Warm regards,
[Your Name]